



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, 19TH SUSTAINMENT COMMAND (EXPEDITIONARY)**  
**UNIT #15015**  
**APO AP 96218-0171**

REPLY TO  
ATTENTION OF:

**13 MAR 2006**

EANC-GC-FMS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #53 – Force Management

1. REFERENCES:

- a. AR 570-4, 15 May 2000, Manpower Management.
- b. AR 690-11, 26 May 2004, Mobilization Planning and Management.
- c. AR 71-32, 3 Mar 97, Force Development and Documentation-Consolidated Policies.
- d. Eighth U.S. Army Memorandum, 9 August 2005, Subject: Changes Affecting Employees and Employment Conditions.
- e. Eighth U.S. Army Memorandum, 19 June 2000, Subject: Eight U.S. Army Senior Grade Program.
- f. 19th Sustainment Command (Expeditionary) Memorandum, February 2006, Subject: Delegation of Position Classification Authority.

2. PURPOSE: This memorandum prescribes policy for requesting changes to Army authorization documents (personnel and equipment), maintaining civilian manning levels, and submitting civilian requests for personnel actions.

3. APPLICABILITY: This memorandum applies to all 19<sup>th</sup> Sustainment Command organizations.

4. POLICY: Personnel authorizations must be aligned against established requirements to accomplish the assigned mission using the least costly form of manpower IAW reference 1a.

a. Military authorizations can be moved from one Modified Table of Organization and Equipment (MTOE) requirement to another via DA Form 2028. There are two ways to change MTOE requirements.

(1) A request for change to base TOE must provide sufficient detailed rationale for world-wide application and must be coordinated with all like units by the requesting unit prior to submission.

(2) Exception to MTOE standardization is for a locally unique situation. Strong emphasis is placed on MTOE standardization and Army policy permits exceptions only for geographic and extreme climatic conditions.

b. Tables of Distribution and Allowances (TDA) personnel requirements and authorizations can be changed via Manpower Requirements Change (MRC) or DA Form 2028 and effect only the submitting unit.

c. All change documents must be submitted through this HQ. See Enclosure for office of primary responsibility. Use the following forms:

(1) Use DA Form 2028 to recommend MTOE changes and for TDA personnel adjustments such as grade changes.

(2) Use DA Form 4610-R for TDA equipment adjustments

(3) Use DA Form 4840-R for commercial equipment (valued at over \$250K).

(4) Use an MRC for major TDA changes such as additional personnel requirements. Requests must be maintained on file until formally disapproved or reflected on a published AUGTDA or TDA.

d. Commanders may submit MTOE/TDA change requests at any time; however, Eighth U.S. Army submits changes approved during the past year via the annual command plan (January each year). Changes approved during 2004 were submitted in Dec 2004, published in Aug/Sep 05, and effective in Oct 06 (FY07). An audit trail should be maintained to ensure on-board strength matches the applicable MTOE or TDA.

e. Eighth U.S. Army will periodically conduct Manpower Surveys and Equipment Surveys resulting in changes to TDA manpower and equipment. Manpower survey reports should be maintained on file and posted with all approved changes and the latest approved MTOE/TDA documents should be on hand. Equipment identified as excess during the latest approved equipment survey must be turned in or transferred.

f. Notification requirements (Reference 1d).

(1) The local Korean Employee Union(s) (KEU) must be notified whenever there is change to a Korean employee's condition of work. A change of condition of work can be as mundane as moving a workstation from one side of the office to another or as extraordinary as

abolishing positions. Even though not all changes of condition of work are *negotiable* by the KEU, all changes are *reportable* to the KEU. This notification should take place at least 180 days prior to the effective date of the change; however, the Union(s) can accept less notice, (their option, not management's). The Union for U.S. employees has similar requirements, except the required notification window is only 14 days. When anticipated changes affect both DAC and KN employees, notifications should be initiated simultaneously.

(2) Management should informally apprise the servicing CPAC(s) of their intent to change condition of work (management's intent) as soon as known so CPAC can advise on required timelines and what is negotiable by the Unions. At least 180 days prior to the effective date details (TDA Paragraph/Line/name level) should be provided by memo signed by competent authority thru the servicing CPAC(s) to the applicable Union. Competent authority is defined in this case as the person who can meet with the officials and negotiate issues surrounding the proposed change, usually the unit commander.

(3) The Eighth Army CG has committed to providing 120 days notice to employees. This is separate and distinct from the union notification requirements. If Requests for Personnel Action are required, they should be submitted to CPOC in sufficient time for the individual employee's to receive 120 days notice for permanent employees. Temporary employees require 14 days notice.

(4) The applicable union and employee notifications should be complete prior to any public announcement (i.e., press release).

g. Commanders must make every effort to remain within a  $\pm 1.5\%$  band of authorized strength. A TDA requirement remains the minimum legal basis to add a permanent employee to the Government's payroll and Commanders cannot hire if over strength. Commanders can shift hiring authority among their recognized requirements without waiting for a TDA change to move the authorizations (e.g., hire against required-not-authorized TDA positions as long as total strength does not exceed authorized strength). Temporary and term employees may be hired without benefit of a TDA requirement to fulfill valid temporary or seasonal workloads. An MRC must be submitted to establish a position that is temporary and extended longer than one year. Commanders may hire part-time employees against a single full-time position. This counts as one work year as long as the aggregate hours do not exceed a normal workweek (e.g., 40 hours). This HQ retains the authority to withdraw and reallocate unused authorizations.

h. Only the ACoS, RM has the authority to submit, amend, or withdraw civilian Requests for Personnel Actions to the Civilian Personnel Operations Center for this headquarters. Commanders are encouraged to adopt a similar policy to ensure there is a valid manning document position and to ensure funding availability. Civilian personnel actions must be

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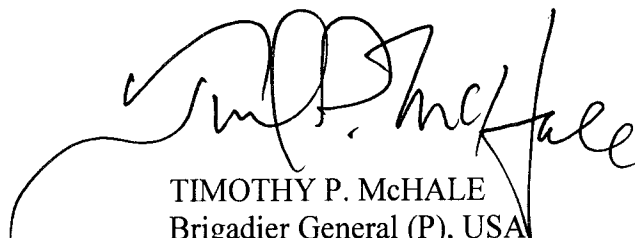
initiated to implement approved manpower surveys and MRC actions. Changes to the TDA must be initiated to reflect civilian personnel changes approved and implemented by the Civilian Personnel Operations Center (e.g., reclassification, change of grade, etc.) Civilian recruitment actions must be validated against the TDA or approved MRC.

i. All high grade (GS-13, GS-14, or GS-15) personnel actions, including requests to upgrade existing or create new high grade positions IAW Reference 1e, must be forwarded thru this HQ, ATTN: EANC-GC-FMS to the Chief of Staff for approval prior to submitting an RPA to CPOC.

j. Emergency Essential/Mission Essential Civilians (EE/MEC). Existing civilian positions may be designated emergency essential to ensure the success of combat operations or the availability of combat essential systems IAW AR 690-11. Designated positions must contain highly specialized duties required during crisis situations when military replacements are not readily available IAW AR 71-32. All requests for addition/deletion/change of EE/MEC positions must be submitted thru G1 channels. Emergency Essential/Mission Essential Civilian positions should be kept at minimum necessary levels because of the high cost of these programs and their impact on recruiting.

5. The point of contact is Resource Management at 768-7701.

Encl  
as



TIMOTHY P. McHALE  
Brigadier General (P), USA  
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# **TASK MATRIX**

as of 6 Feb 06

<b><u>TASK</u></b>	<b><u>SUB TASK</u></b>	<b><u>RM FM</u></b>	<b><u>G3 FD</u></b>
<b><u>Manpower Survey</u></b>	Notification/coordination	X	C
	Survey Report	X	
	Reclama	X	
<b><u>Equipment Survey (TDA)</u></b>	Notification/coordination	X	C
	Survey input and result	X	
<b><u>TDA Change</u></b>	Civilian change	X	C
	Military change	X	C
	Distribution of approved TDAs	X	C
<b><u>Standard Grade Authorization</u></b>		X	
<b><u>MTOE Change</u></b>	Authorization realignment	X	C
	Equipment authorization change	X	C
	Distribution of approved MTOEs	X	
<b><u>Equipment Change</u></b>	TDA equipment change	X	C
	MTOE equipment change	X	C
<b><u>Change to Base TOE</u></b>	Personnel change	X	C
	Equipment change	X	C
<b><u>Exception to MTOE Standardization</u></b>	Personnel	X	
	Equipment	C	X
	Request for mission change		X
<b><u>Recurring Reports</u></b>	Monthly Utilization Report	X	
	Monthly civilian status report	X	
	Force accounting data	X	
	Monthly status of MRC/TAADS	X	
<b><u>Command Plan</u></b>	TDA	C	X
	MTOE	C	X
<b><u>Tasking from EUSA</u></b>	From EUSA G8	X	
	From EUSA G3		X
<b><u>Materiel Acquisition</u></b>	Basis of Issue Plan		X
	Mission Needs Statement (MNS)		X
	Operational Requirement Document (ORD)		X
<b><u>Unit Conversions</u></b>	TSC/multi-compo/transformation/etc	C	X
<b><u>Unit Activations/Inactivations</u></b>	All 19th units	C	X
<b><u>KATUSA Manning Document</u></b>	All 19th units	C	X

X = OPR

C = Coordination required